# Sanitized - Approved For Release : CIA-RDP70-00241 R000100160018-3

MEMORANDUM FOR THE RECORD:

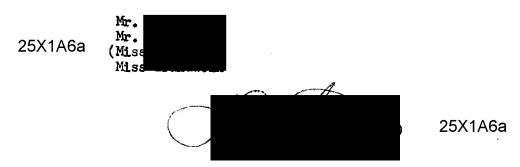
SUBJECT: Vital Material Deposit Schedule for the Commercial Staff

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1. On the 19th of November I met with Mr. Chief of the Commercial Staff and some of his associates to discuss their Vital Materials Program.

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- 2. I gave to Mr. a suggested list of vital documents which they could use as guide lines in selecting the types of materials which they thought should be transferred to the Agency Vital Materials Repository. Mr. they felt that this list was a good guide line and in substance they are using it now. They will, however, apply these standards throughout their program and see if there are additional materials which should be selected for deposit.
- 3. The Commercial Staff depends to a large extent upon such offices as Comptroller and the various divisions in the DD/P Area to deposit certain basic records which in an emergency would be used by the Commercial Staff as well as by the depositing office. In addition, there are possibly a few internal administrative papers which the Commercial Staff should deposit themselves. I suggested, for instance, that the Commercial Staff prepare in memorandum form a listing of all of the papers which are being deposited for them by other offices. The Commercial Staff would then deposit this memorandum in a separate part of the Repository allocated to the Commercial Staff. They, in effect, then would have an index to all materials which they would need for emergency operations. 25X1A6a
- 4. Mr. and his Staff agreed with this proposal and will proceed in that manner.
  - 5. The following also attended the meeting:



Attachment
Guide Line List of Vital Documents

## Real Estate and Construction

Leases and Land Deeds Rental, Royalty and Cost of Teasing Ledgers Acreage cost, Rental, and Revalty Control Abstracts of Title Station Engineering Drawings and Mane

#### in cal

Corporate Minutes Centracts Documental or Corporate Files

#### L

Federal Income fax Rebarn Work Paper and Schadulage

### Accounting

Cash Books
Accounts Receivable
Paid Canceled Chacks
Depreciation Ledgers
Certificates of Stocks and Fonds
Personnel

Retirement Income, Mespitalization, Life Insummes Records and Employee Mistery Records
Employee's Rarning Records

## Sanitized - Approved For Release : CIA-RDP70-00211R000100160018-3

MEMORANDUM FOR THE RECORD:

SUBJECT: Vital Material Deposit Schedule for the Commercial Staff

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